



ORDINARY MEETING
7.30pm 18th MARCH 2026
RISBURY VILLAGE HALL

MEETING PAPERS

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Humber, Ford & Stoke Prior Group Parish Council

Chairman:
Cllr. Hugh Fowler-Wright
The Cider Mill
Humber
Herefordshire HR6 0NE

Clerk to the Council:
Allan Drew
The Coach House
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Herefordshire HR7 4RL

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Councillors are summoned to an ordinary meeting of the Group Parish Council to be held on

**Wednesday 18th March 2026 at 7.30pm
in Risbury Village Hall**

which will consider the business set out in the agenda below.

11th March 2026

Allan Drew, Clerk to the Council

AGENDA

15/26 Apologies for absence

To receive: any apologies for absence.

To consider, if necessary: excusing absence of members to the following meeting.

16/26 Declaration of interests and dispensations

To receive and record: any declarations of interest in agenda items in accordance with the Code of Conduct adopted in July 2021.

To consider: any applications for dispensations in accordance with Standing Order 13.

17/26 Minutes of previous meetings

To approve: draft minutes of the meeting held on 21 January 2026.

18/26 Chairman's announcements

To note: any announcements from the Chairman.

To consider: date of annual Parish Meetings (between 1 March and 1 June 2026)

19/26 Public participation

Under Standing Order 3e, any member of the public may make a statement or give evidence to the meeting on any business to be transacted or any other business, and ask or answer questions. At the discretion of the Chairman such participation may be permitted under the relevant agenda item.

20/26 District Councillor's report

To receive: a report from Ward Councillor Bruce Baker.

21/26 Planning Committee and planning applications update

(a) *To consider for comment new applications to be determined by Herefordshire Council.*

Ford & Stoke Prior

253172 - Track north west of Highfield Cottage, Stoke Prior, HR6 0LW

Change of use of agricultural land to vehicular access lane for Highfield cottage, in substitution of the existing access.

260239 Fir Tree Cottage Stoke Prior HR6 0LH

Repairs to the existing chimney and timber frame. Removal of brick infill panels and installation of replacement insulated and breathable lime render panels. (Listed building consent)

Humber

No new applications

(b) To note: updates on current planning applications

Ford & Stoke Prior

260103 Sunny Bank Farm Stoke Prior HR6 0NF Application to determine if prior approval is required for a proposed general purpose agricultural storage building **Prior approval not required**

204437 Plot 1 Land at Old Hall Stoke Prior HR6 0LH Proposed construction of a new self-build custom home and garage **Withdrawn**

Humber.

252813 Great Marston Farm Risbury HR6 0NQ Agricultural building for the storage of dry farmyard manure **Approved with conditions**

252379 Land adjacent to Butt Oak Farm Risbury HR6 0NQ Proposed erection of a self-build, split level family home with detached garage/workshop, parking area, landscaping and associated development. **Undecided**

241806 Oak Tree View Risbury HR6 0NQ Proposed Conversion of building to a self-build dwelling House **Undecided**

212600 - Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG

Approval of reserved matters following outline approval 181648 (residential development of 6 houses).

Undecided - on hold due to phosphates

211802 - Land at Gob's Castle Risbury Leominster Herefordshire

Application for approval of details reserved by conditions 3 7 9 10 11 12 13 15 18 19 & 21 attached to planning permission 173687. **Undecided**

193259 New House Farm Risbury HR6 0NQ. Pending S106 agreement. Outline planning for proposed housing development on land at New House Farm. **Undecided**

22/26 Annual Business for 2025-26

To receive: asset register

To receive: updated risk register.

To consider: updates, if necessary to Council insurance cover

To agree: meeting dates & venues for 2026-27 meetings.

To consider: continuing the Forward Plan into 2026-27

23/26 General Financial Matters

To receive: forecast outturn for 2025-26

To receive: finalised budget for 2026-27 as agreed at January meeting.

To consider: payments for authorisation

24/26 Lengthsman, Drainage & PROW

To receive: update on grant funded activities

To consider: any additional activities to be added to current list of works

25/26 Assertion 10

Assertion 10 is a new requirement introduced in the 2025 Annual Governance and Accountability Return (AGAR) for parish and town councils. It focuses on digital and data compliance, requiring councils to demonstrate their governance frameworks for digital presence, data protection practices, and IT management. The Clerk has attended a HALC briefing and will provide a paper on the detailed requirements. The change most affecting Councillors is that personal email addresses may no longer be used and all Councillors will be issued with .GOV.UK email addresses to install on their devices.

26/26 Current projects

To receive: updates on current projects

Stoke Prior K6 kiosk refurbishment

Traffic Management Plan

Environment/emergency plan

Cllr. Fowler-Wright

Cllrs. Sneyd & Marston

Cllrs. Yair & Hinton

27/26 Average speed cameras on the A44

To receive and discuss: response from the Police & Crime Commissioner on Traffic Safety Group's request for average speed cameras to be installed on the A44.

28/26 Matters for discussion at the next meeting

Date of next meeting

To note: the next scheduled meeting will be on Wednesday 20th May 2026 at 7.30pm in Risbury village hall

The Chairman will close the meeting

Humber, Ford & Stoke Prior Group Parish Council

Draft Minutes

of the ordinary Meeting of the Group Parish Council on Wednesday 21st January 2026 at 7.30pm in
Stoke Prior Village Hall

Present:

Cllr. Ken Bemand	Cllr. Hugh Fowler-Wright (Chairman)
Cllr. Chris Marston	Cllr. Rob Pugh
Cllr. Linda Taylor (after item 4/26)	Cllr. Janette Fullwood
Cllr. Clare Harris	Cllr. James Hinton
Cllr. Richard Thomas	Cllr. Tim Yair

Ward Cllr. Bruce Baker

Clerk & RFO: Allan Drew

No members of the public attended.

1/26 Apologies for absence

Apologies were received from Cllr. Sarah Sneyd

2/26 Declarations of interests and dispensations

None received

3/26 Minutes of previous meetings

The draft minutes of the meeting held on 19 November 2025 were approved and signed by the Chair

4/26 Vacancy arising from resignation of Cllr. Anne Grace

An application to join the Council by co-option had been received from Ms Linda Taylor. The Clerk had confirmed that Ms Taylor was legally qualified to stand. Cllrs. had received the application information in advance of the meeting. A vote was taken and Ms Taylor received a unanimous vote in her favour. She then signed her Acceptance of Office and joined the Council immediately. The Clerk gave her a blank Declaration of Interests form and asked that it be returned within 28 days. (The form was completed promptly and sent to the Herefordshire Council Governance team).

5/26 Chairman's announcements

To note: any announcements from the Chairman.

None

6/26 Public participation

Under Standing Order 3e, any member of the public may make a statement or give evidence to the meeting on any business to be transacted or any other business, and ask or answer questions. At the discretion of the Chairman such participation may be permitted under the relevant agenda item.

No members of the public present.

7/26 District Councillor's report

Cllr. Baker reported that-

- 100 miles of highway had been re-surfaced. Following negative comments from Council about the condition of the C1112 through the village, Cllr. Baker undertook to report the problem to Balfour Beatty.
- The funding granted from Central Government to build a new school for disabled/special needs children had now been withdrawn.
- The financial settlement from Central Government is again causing concern. Rural areas will receive 40% less funding/head than received by urban areas now that the rural grant funding has ended. As a result Council Tax will rise again by 4.99% in 2026/27. There will be a full Council meeting on 13 February to discuss and hopefully agree the 2026/27 budget.

- M Group has been awarded the Public Realm Contract and will take over BB responsibilities in June 2026. Cllr. Hinton commented that he hoped the quality of the white paint used to mark highway defects would be improved. The BB paint wears off so all record of a marked pothole disappears!
- Cllr. Baker and his colleagues are facing calls for a ban on trail hunting. Trail hunting is controversial and campaigners against believe that it is a cover for hunting wild animals (banned in 2005). However, Cllrs. believe that trail hunting brings considerable revenues into the County and that it should be possible to make it work as the law intended rather than ban it altogether.
- The most recent OFSTED report rates Children's Services as "Good" – quite an improvement since 2022 when the service was rated "inadequate" in all areas. The leadership in the service was rated as "Outstanding".
- From April 1 all Council car parks will allow 30 minutes of free parking. However, outside free periods charges will rise between 8-10%.

Cllr. Hinton asked about the present cost of the bypass and Cllr. Baker replied that the topic would be fully aired and agreed at the 13 February budget meeting. (Clerk's note: The Cabinet meeting on 18 December 2025 agreed to implement measures to secure land purchases for the bypass.)

8/26 Planning Committee and planning applications update

(c) To consider for comment new applications to be determined by Herefordshire Council.

Ford & Stoke Prior

No new applications

Humber

No new applications

(d) To note: updates on current planning applications

Ford & Stoke Prior

204437 Plot 1 Land at Old Hall Stoke Prior HR6 0LH Proposed construction of a new self-build custom home and garage **Undecided - on hold due to phosphates**

Humber.

253107 Old Pentwyn Risbury HR6 0NH Application for a Lawful Development Certificate for a rear second storey extension. **Approved**

252986 New Pentwyn Risbury HR6 0NH Demolition of buildings and the construction of a replacement storage warehouse (B8), a new accessway, ancillary yard and related works. **Approved with Conditions**

252813 Great Marston Farm Risbury HR6 0NQ Agricultural building for the storage of dry farmyard manure **Undecided**

252762 Bay Tree Cottage Risbury HR6 0NQ Proposed two storey side extension in place of existing lean to and new garden studio in place of existing shed. **Approved with Conditions**

252379 Land adjacent to Butt Oak Farm Risbury HR6 0NQ Proposed erection of a self-build, split level family home with detached garage/workshop, parking area, landscaping and associated development. **Undecided**

241806 Oak Tree View Risbury HR6 0NQ Proposed Conversion of Building to a self-build dwelling House **Undecided**

212600 - Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG

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211802 - Land at Gob's Castle Risbury Leominster Herefordshire

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193259 New House Farm Risbury HR6 0NQ Outline planning for proposed housing development on land at New House Farm. **Undecided**

There was very limited discussion – little had changed since the November meeting. However, Council was pleased to note that the decision on New Pentwyn (252986) reflected its consultation response.

9/26 Pump advertising

To receive: a proposal to modify advertising rates and sizes

Ms Matilda Swabey, the new advertising manager for The Pump, has proposals to improve the appeal and revenues of Pump advertising. She was not able to be present in person but had produced a short paper describing her proposals as follows-

The Pump Magazine Proposed Changes January 2026

Following a review of 7 other local parish magazines the following changes are proposed:

1. A reduction in the advertising rates to bring them more in line with other, similar magazines
2. Increase the number of advertising pages from 9 to 10 with a maximum of 14 pages. Again, this seems to be the norm and will cover the reduction in rates without overwhelming the content.
3. A double issue in July/Aug as well as Dec/Jan - this seems to be normal elsewhere and will give the editorial team a break. But a plan is needed for Community Week and the Risbury Show.
4. Including an 1/8 page advert in the offer to encourage small and start-up businesses. I would like to use the advertising to provide a useful directory of local services and will actively seek out a wide variety of local advertisers. This smaller cheaper ad is all that's needed for many advertisers.
5. Reducing the weight of the paper used for the cover to potentially reduce cost but definitely reduce waste.

New Rates

	No /page	New Rate	Revenue/page	9 Pages	10 Pages	14 pages
Eighth Page	8	£50	£400	£3,600	£4,000	£5,600
Quarter Page	4	£75	£300	£2,700	£3,000	£4,200
Half Page	2	£150	£300	£2,700	£3,000	£4,200
Full Page	1	£400	£400	£3,600	£4,000	£5,600
			Average	£3,150	£3,500	£4,900

The target for advertising revenue is £2500 to cover 50% of current print cost

Previously Published Rates

	No /page	Old Rate	Revenue/page	9 Pages
Quarter Page	4	£120	£480	£4,320
Half Page	2	£210	£420	£3,780
Full Page	1	£400	£400	£3,600
			Average	£3,900

Previous annual advertising revenues in 2024 was £3182, and 2025 was £2968

The Chair outlined the new proposals and complimented Ms Swabey on presenting an innovative approach to Pump advertising.

To consider: agreement of Pump advertising proposals

Council was pleased to receive the proposals and after some discussion the following decisions were made-

1. A reduction in the advertising rates to bring them more in line with other, similar magazines
It was agreed that new lower advertising rates could be fixed.
2. Increase the number of advertising pages from 9 to 10 with a maximum of 14 pages. Again, this seems to be the norm and will cover the reduction in rates without overwhelming the content.
It was agreed that the number of advertising pages could rise but to a maximum of 14, to avoid dominating the magazine.
3. A double issue in July/Aug as well as Dec/Jan - this seems to be normal elsewhere and will give the editorial team a break. But a plan is needed for Community Week and the Risbury Show.
The double issue during the summer was not agreed.

4. Including an 1/8 page ad in the offer to encourage small and start-up businesses. I would like to use the advertising to provide a useful directory of local services and will actively seek out a wide variety of local advertisers. This smaller cheaper ad is all that's needed for many advertisers.
1/8 page adverts were agreed.
5. Reducing the weight of the paper used for the cover to potentially reduce cost but definitely reduce waste.
This was agreed and the quality of paper for the entire magazine should be reduced not just the cover.

10/26 General Financial Matters

Report from the RFO.

Bank balances at 12 January 2026

Current account-£13,760.87

Deposit account-£5,066.40

To receive: Q3 bank reconciliation

Quarter 3 Banking reconciliation December 2025

HFSP CASHBOOK 2025-26						
Date	Details	Receipt	Payment	Classification	VAT	Running Balance
01/10/2021	Balance brought fwd	16211.25				16211.25
03/10/2025	Matthew Newman	35.00		Adverts		16246.25
24/10/2025	Coach House International	120.00		Adverts		16366.25
30/10/2025	MGL Communications	100.00		Adverts		16466.25
31-Oct	Unity Bank		6.00	Bank Charges		16460.25
05/11/2025	Leigh Day Office	50.00		Adverts		16510.25
20/11/2025	A M Drew Oct 2025 salary		552.21	Clerk		15958.04
20/11/2025	A M Drew Nov 2025 salary		552.21	Clerk		15405.83
20/11/2025	RVH		12.00	Hire of Halls		15393.83
20/11/2025	Barrington Print INV-14533		489.00	Parish Pump		14904.83
20/11/2025	Barrington Print INV- 14624		460.00	Parish Pump	0.00%	14444.83
20/11/2025	Tangled Web 2461		330.00	Website & IT		14114.83
20/11/2025	HMRC PAYE Oct 2025		178.98	Clerk		13935.85
20/11/2025	HMRC PAYE Nov 2025		178.98	Clerk	0.00%	13756.87
30/11/2025	Unity Bank		6.00	Bank Charges	0.00%	13750.87
31/12/2025	Unity Bank		6.00	Bank Charges	0.00%	13744.87
Oct-Dec	Sub-totals for period (Horiz.)	305.00	2771.38			
	Sub -totals for period (Vert)	305.00	2771.38			
	Balance check	13744.87	OK			
	Reconciliation	OK	OK			
	Totals for financial year to date	27948.03	18124.07			

Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

1050638011 | 01332

Mr Allan Drew
Humber Ford & Stoke Prior Group Parish Council
The Coach House
Pencombe
Bromyard
HR7 4RL

Date: 31/10/2025

Account Name: Humber, Ford & Stoke Prior Group Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20430401

Your arranged overdraft limit is £0.00

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1050638011 | 01332 | 00001 | 00004 |

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/09/2025		Balance brought forward	£0.00	£0.00	£16,211.25
03/10/2025	Credit	Matthew Newman	£0.00	£35.00	£16,246.25
24/10/2025	Credit	COACH HOUSE INTERI	£0.00	£120.00	£16,366.25
30/10/2025	Credit	MGL COMMUNICATIONS	£0.00	£100.00	£16,466.25

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Statement number 077

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To receive:

Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

1052404313 | 00370

Mr Allan Drew
Humber Ford & Stoke Prior Group Parish Council
The Coach House
Pencombe
Bromyard
HR7 4RL

Date: 31/12/2025

Account Name: Humber, Ford & Stoke Prior
Group Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20430401

Your arranged overdraft limit is £0.00

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Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/11/2025		Balance brought forward	£0.00	£0.00	£14,303.08
05/12/2025	Faster Payment Debit	B/P to: A M Drew	£552.21	£0.00	£13,750.87
31/12/2025	Fee	Service Charge	£6.00	£0.00	£13,744.87

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Statement number 079



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budget

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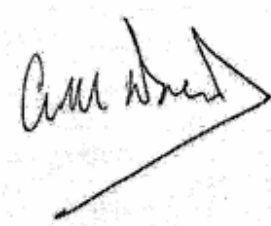
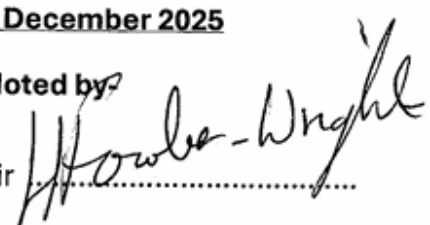



Account Overview

Your Business or Charity Savings Accounts

Humber Ford & Stoke Prior Grp Parish Council	View Account
Local Council 90 Day Notice 17011058123	Pending Balance £5,066.40

Bank Reconciliation for Quarter Ending December 2025

Prepared by- Allan Drew, RFO 	Inspected and Noted by Cllr. Fowler-Wright, Chair  Cllr. Hinton  21 st January 2026
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To receive: budget monitoring report for period 10 (January 2026)

BUDGET MONITOR			2025-26				NOTES FOR Q3 BUDGET MONITOR 2025-26	
		OUTTURN 2024-25	BUDGET	YEAR TO DATE	FORECAST OUTTURN	VARIANCE FROM BUDGET		PLEASE NOTE THAT THIS RETURN INCLUDES THE PAYMENTS TO BE MADE FOR JANUARY 2026
1	Precept	15322.00	22696.00	22696.00	22696.00	0.00	1	As agreed at meeting 15 January 2025. Increase to create drainage reserve of £10,000
2	Pump Advertising	2487.00	2750.00	2183.00	2750.00	0.00	2	Running rate is as 2024-25. No change to outturn at this stage
3	Pump Postage	40.00	40.00	0.00	40.00	0.00	3	Nominal amount
4	Grants	6317.63	25000.00	955.00	25955.00	955.00	4	£25,000 max grant approved by Herefordshire. £955 is grant refund received for 2024-25 Lengthsman work.
5	Other Income	3104.00	0.00	3.06	3.06	3.06	5	
6	VAT Reclaim	2097.15	1967.00	1996.96	1997.00	30.00	6	Received Sept. 2025
7	CW Fundraising	695.38	500.00	130.01	150.00	-350.00	7	Budget reduced from £500 to £150 based on current running rate
8	Other Projects	250.00	0.00	0.00	0.00	0.00	8	
9	TOTAL INCOME	30313.16	52953.00	27964.03	53591.06	638.06	9	Income significantly increased by confirmation of £25,000 grant for Herefordshire
EXPENDITURE								
10	Clerk	4969.68	8836.00	7895.06	9200.00	-364.00	10	Arrears were £471 not £300. Plus employers NI of £41
11	Administration	1025.14	500.00	338.79	400.00	100.00	11	Budget reduced to £400 in line with current spending.
12	Insurance, audit, professional	1294.64	1600.00	869.50	1600.00	0.00	12	Budget increased by £300 due to sharp and unexpected rise in insurance premium
13	Website & IT	553.49	900.00	1012.42	1012.00	-112.00	13	New PC + some software in readiness for W11. New printer required £187. Office 365 still to pay. Outturn changed to year to date spend.
14	Hire of Halls	210.00	200.00	87.00	200.00	0.00	14	On budget
15	Training and development	0.00	0.00	0.00	0.00	0.00	15	
16	Equipment	654.93	100.00	0.00	0.00	100.00	16	
17	Maintenance	0.00	50.00	0.00	0.00	50.00	17	
18	HMRC	3557.73	0.00	0.00	0.00	0.00	18	Now included with Clerk line 10
19	Other	1738.87	100.00	0.00	0.00	100.00	19	
20	DAY TO DAY EXPENDITURE	14004.48	12286.00	10202.77	12412.00	-126.00	20	Day-to-day expenditure now looks to be slightly above budget (by £126)
PROJECTS								
21	War Memorial	60.00	0.00	0.00	0.00	0.00	21	Project closed
22	Parish Pump	5350.00	5100.00	4335.10	5100.00	0.00	22	Spending to date slightly lower than same time last year. Forecast held
23	Lengthsman	355.00	34000.00	900.00	34284.00	-284.00	23	Forecast is grant received (line 4 - £25,000) plus Parish expenditure of £6584 + £2,700 (PROW) = £34,284
24	Community Week	496.67	500.00	83.33	500.00	0.00	24	Estimate similar to 2024-25
25	Environment Project	0.00	0.00	0.00	0.00	0.00	25	No spend last year. Council to agree way forward on this project.
26	Road Safety	4958.98	5000.00	0.00	0.00	5000.00	26	Spend of £5000 now seems unlikely and no grant funding has been applied for this year. Outturn reduced to £1,000 pending Council review. Spend in 2025-26 now seems unlikely
27	Welcome pack	0.00	0.00	0.00	0.00	0.00	27	Project closed
28	Trailis Booklet	821.00	0.00	0.00	0.00	0.00	28	Project closed
29	BT kiosk restoration	0.00	1000.00	1.00	1000.00	0.00	29	£500 budget will not be sufficient. Increased to £1000
30	Project C	0.00	0.00	0.00	0.00	0.00	30	
31						0.00	31	
32	PROJECTS EXPENDITURE	12041.65	45600.00	5319.43	40884.00	4716.00	32	Significantly under budget due to underspend on Road Safety project
33	Reclaimable VAT on the above	1966.97	6000	252.11	5300.00	700.00	33	VAT estimate based on 10% of ex-VAT expenditure
34	TOTAL EXPENDITURE	28013.10	63886.00	15774.31	58596.00	5290.00	34	
35	SURPLUS	4267.03	-10933.00	12189.72	-5004.94	5928.06	35	Note that funds of £5001 transferred to deposit account to create £10,000 drainage reserve

The RFO summarised the key points in the document as follows-

- **LINE 9** Income has been boosted by confirmation of £25,000 grant funding. Work must be completed by 31 March 2026
- **LINE 20** Day-to-day expenditure remains broadly on budget with a small overspend now forecast
- **LINE 32** Project expenditure has increased significantly on line 23 (Lengthsman) due to grants but line 26 (Road Safety) is much reduced. Overall an underspend of nearly £5000 is expected on projects.
- **LINE 35** The £5,004.94 projected trading deficit (line 35) is due to the transfer of funds (£5,001) to the deposit account. The above statement refers only to the current account.

To consider: finalise the budget for 2026-27.

Agreement of final Budget for 2026-27 – Forward Plan business

This draft budget has been examined and approved by Cllrs. Marston & Yair who, along with the RFO, comprise the Finance Committee.

PRIOR YEARS						2026-27	NOTES ON DRAFT BUDGET
	INCOME	OUTTURN 2024-25	BUDGET 2025-26	FORECAST OUTTURN 2025-26	VARIANCE FROM BUDGET	FORECAST (DRAFT) BUDGET	
1	Precept	15322.00	22696.00	22696.00	0.00		To be agreed once draft budget has been agreed
2	Pump Advertising	2737.00	2750.00	2750.00	0.00	2750.00	Hold at 2025-26 level
3	Pump Postage	40.00	40.00	40.00	0.00	40.00	Nominal. Maintain at 25-26 level
4	Lengthsman Grants	6317.63	3564.00	4519.00	955.00	3564.00	Now split out to be Lengthsman only (£2376+1188)
5	Drainage Grants		21436.00	21436.00	0.00	16436.00	Apply for maximum grant after PROW & L/man (Grants capped at £25,000 total)
6	PROW Grants		0.00	0.00	0.00	5000.00	Cost of materials & labour for bridges, stiles etc.
7	Other Income	3104.00	0.00	3.06	3.06	0.00	
8	VAT Reclaim	2097.15	1967.00	1997.00	30.00	5300.00	Aligns with prior year outturn - line 33
9	CW Fundraising	695.38	500.00	150.00	-350.00	500.00	Estimate only based on previous years. Under control of CW committee.
10	Other Projects	0.00	0.00	0.00	0.00	0.00	Can be updated if any project generates revenues.
11	TOTAL INCOME	30313.16	52953.00	53591.06	638.06	33590.00	
EXPENDITURE							
12	Clerk	8527.41	8836.00	9200.00	-364.00	8840.00	Includes PAYE and 2025-26 salary award(3.2%)
13	Administration	1025.14	500.00	400.00	100.00	520.00	+5% uplift for likely inflation
14	Insurance, audit, professional	1294.64	1600.00	1600.00	0.00	1680.00	+5% uplift on likely inflation
15	Website & IT	553.49	900.00	1012.00	-112.00	650.00	Returns to typical rate after one off expenditures in 25-26 (new PC & printer)
16	Hire of Halls	210.00	200.00	200.00	0.00	200.00	Current rates maintained
17	Training and development	0.00	0.00	0.00	0.00	250.00	New Cllr. training by HALC
18	Equipment	654.93	100.00	0.00	100.00	200.00	Nominal amount
19	Maintenance	0.00	50.00	0.00	50.00	100.00	Nominal amount
20	Other	1738.87	100.00	0.00	100.00	100.00	Remembrance Day wreath
21	DAY TO DAY EXPENDITURE	14004.48	12286.00	12412.00	-126.00	12540.00	Costs down mainly due to donations not being forecastable.
PROJECTS							
22	Parish Pump	5350.00	5100.00	5100.00	0.00	5100.00	Maintain 2025-26 running rate
23	Lengthsman	355.00	34000.00	34284.00	-284.00	4752.00	Equals grant +£1188 for "Nominated Task"
24	Drainage		0.00			16436.00	Hold equal to grant (line 5) BUT could include Parish contribution (currently £0)
25	PROW		0.00			5000.00	Hold equal to grant (line 6)
26	Community Week	496.67	500.00	500.00	0.00	450.00	As 24-25. Under control of CW committee
27	Environment Project	0.00	0.00	0.00	0.00	1000.00	Holding position pending sponsors estimates
28	Road Safety	4958.98	5000.00	0.00	5000.00	0.00	New project lead & proposals req'd
29	BT kiosk restoration	0.00	1000.00	1000.00	0.00	0.00	Completed
30	Projects closed in 2024-25 (trails booklet, war memorial)	881.00	0.00	0.00	0.00	0.00	TBA
31	Project B	0.00	0.00	0.00	0.00	0.00	TBA
32	PROJECTS EXPENDITURE	12041.65	45600.00	40884.00	4716.00	32738.00	
33	Reclaimable VAT on the above	1966.966	6000.00	5300.00	700.00	4500.00	Assumed VAT is roughly 10% of total ex-VAT expenditure
33	TOTAL EXPENDITURE	28013.10	63886.00	58596.00	5290.00	49778.00	
34	Surplus	4267.03	-10933.00	-5004.94	5928.06	-16188.00	
				Draft precept		-16188.00	

Inevitably budget discussions are tied into precept amounts. Last year the precept was increased significantly to set up a drainage reserve of £10,000. The January 2026 budget statement shows a Parish spend (line 23) of £6584 which is 64% of that reserve. The precept challenge was recognised as being how to treat that reserve

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in the coming year. Note that following discussion around flooding & drainage Council resolved that the minimum precept of £16188 should be increased to last year's level due to new projects arising (see below)

To resolve: finalise the precept for 2026-27.

Now that the draft budget is agreed in principle the precept can be determined. The minimum size of the precept is that number necessary to make income equal to expenditure. From the draft budget presented the precept is-

Income (2026-27) minus	Expenditure (2026-27)	=	Minimum Precept
£33590	£49778	=	£16188

The RFO presented a number of options to Council and there was discussion around these options. However, Council resolved that the precept should remain at 2026-26 levels on a cost/household basis. This decision maintained the funding stream for the drive on drainage improvement and work carried out so far showed there were still problems to resolve in 2026-27. New projects to arise in 2026-27 which can underpin the continuation of the precept at this level include- re-laying the underground pipe at Wheelbarrow Castle which has been installed with the exit higher than the entry so reducing the flow considerably (Estimate £3,000): supplementing work on C1110 between Sunnybank farm and Hollywall Croft where the recently cleared ditch appears to have no exit pipe. Provision of a pipe to route surface water into the Humber Brook (Estimate £5,000)

The 2025-26 cost/household (Band D equivalent) was £75.46/household. The number of Band D households had increased to 313.46 so the precept on this basis is $313.46 \times £75.46 = £23,655$. Council resolved that the RFO should submit this requirement to Herefordshire Council. The RFO will also adjust the draft budget to reflect the continued funding stream available which will only affect line 24 (Drainage) which rises by £7467 to £23,903 and results in a precept requirement of £23,655

To consider: donation of BBQ to Parish Village Halls

The Clerk explained that the Council owned a gas BBQ but made no direct use of it. The main users were the village halls and, once a year, Community Week. He proposed to Council that the BBQ should be donated to one of the village halls on the basis that the other organisations had access to the machine when required.

The BBQ was purchased in 2019 at a cost of £216. Using HMRC depreciation rates of 18% per year the current value is around £65.

Transferring ownership in this way would mean that the halls and other organisations can use the BBQ as they see best without having to seek permission from the Council, which does not use the machine anyway.

Council agreed such an ownership transfer, by donation, was a good way forward and the Clerk was instructed to progress discussions with the parties involved.

To receive: update on Unity Bank charges

Council to note that Unity Trust Bank has advised that their monthly charge will rise from £6/month to £7/month with effect from 1 February 2026. Other charges are also rising but these are for services Council very rarely if ever uses. It is recommended that Council accepts this increase. Council resolved that the increase should be paid.

To consider: payments made & for authorisation, income received

Payments made since last meeting.

No.	Name	Ex-VAT £	VAT £	Total £	Details
1	A M Drew	552.21	0.00	552.21	Clerk's October 2025 salary.
2	A M Drew	552.21	0.00	552.21	Clerk's November 2025 salary (payable 25 November)
3	RVH	12.00	0.00	12.00	23 October 2025 meeting
4	Barrington Print	489.00	0.00	489.00	October 2025 Pump 360x40pp
5	Barrington Print	460.00	0.00	460.00	November 2025 Pump 360x36pp
6	Tangled Web	330.00	0.00	330.00	Support & hosting 10/25-10/26
7	HMRC PAYE	178.98	0.00	178.98	PAYE & Employers NI October 2025
8	HMRC PAYE	178.98	0.00	178.98	PAYE Employers NI November 2025
	TOTAL	2753.38	0.00	2753.38	

Income received since last meeting –

No.	Name	Amount £	Details
1	H&R Building Society	65.40	6 month's interest payment
2	RVH	16.00	Community Week income
	Total	81.40	

Payments for Authorisation

No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	552.21	0.00	552.21	December 2025 salary
2	A M Drew	929.17	0.00	929.17	January 2026 salary + arrears (Estimated)
3	Barrington Print	489.00	0.00	489.00	December 2025 Pump 360 copies, 40 pages
4	Autela	72.50	14.50	87.00	Payroll charges August - December 2025
5	Ms Linda Taylor	29.10	0.60	29.70	Refund for Pump expenses
6	HMRC	178.98	0.00	178.98	December 2025 PAYE
7	HMRC	385.18	0.00	385.18	January 2026 PAYE & employers NI (Estimated)
			0.00	0.00	
	TOTAL	2636.14	15.10	2651.24	

Council resolved that the above payments should be made.

The Clerk's January 2026 payment and associated HMRC payment had been estimated due to a mistake by Autela in calculating salary arrears. This mistake was registered with Autela but they were not able to issue a corrected salary advice until 3 February, so the above payments were made. When the revised salary/HMRC information did arrive there was some discrepancy with the above numbers-

	Estimated	Calculated by Autela	Difference
January 2026 Salary	929.17	968.16	+38.99
January 2026 HMRC	386.18	361.20	-24.98

These differences will be corrected in the next round of payments.

11/26 Lengthsman, Drainage & PROW

To receive: update on grant funded activities

The Clerk provided the following update on grant funded activities-

Project reference Number	Brief Details	Labour cost estimate	Non labour cost estimate	Total cost estimate	Funded by HFC	Grant funding	Parish Funding required	Notes
01	Clear ditch along south side of C1110 for a length of 200m	350	280	630			630	
02	Ditch exists but has not been maintained for many years. Saplings and overgrowth to be removed and ditch cleared.	840	1260	2100	Y	1050	1050	Nominated Task
03	Silt trap at The Heath	840	1140	1980	Y	1900	80	Expenditure to be transferred to project 04
04	New drain from The Heath to Humber Brook	6000	14200	20200	Y	18476	1724	
05	Mtce. work @ Wheelbarrow Castle	350	300	650			650	
	Gully sucking various locations		2250	2250			2250	
06	New drain exit on C1112	350	710	1060	Y	1060	0	
07	Prill improvements close to The Bury		200	200			200	Agreed 19 November meeting. Work completed
	Total drainage funding required	8730	20340	29070		22486	6584	

This table also shows how the Parish contribution of £6584 has been allocated. However, after these papers were distributed the Lengthsman stated that his measurement of the route was actually 300m rather than the 240m on which the original quote was based. (The landowner had asked that the most direct route from the start point not be taken due to an intervening feature). As a result the route length has somewhat increased and the price advised has risen by £3564. The Clerk remains in discussion with the Lengthsman about the actual cost of this route length increase.

Consent from 2 of 3 landowners achieved. Third landowner given verbal consent so far.

Note also that project 03 has been incorporated into this project (04) since the silt trap is required where the new drain starts rather than where the old soakaway is positioned. Funding for project 03 will be transferred and will fund the separator.

There was Council agreement that The Heath project should be the top priority for 2025-26. If necessary the Council's own drainage work could be delayed to ensure that the grant funded work goes ahead.

To consider: any additional activities to be added to current list of works

Cllr. Thomas reported that he had had a very useful discussion with Crispin Abel of Herefordshire PROW. Cllr Pugh was also involved in the discussion-

We looked at the bridge on our farm (Risbury Court)

Rough location:

///drummers.octopus.jigging

This bridge will be replaced, as previously discussed. Crispin can do it, with my help, so a fairly easy fix.

Next we looked at the bridge on the ground at Risbury Mill, over the Humber Brook.

Rough location:

///irritable.digital.oblige

This one is a longer span, but because it has a steel RSJ under carriage, it can be refurbished by Crispin. I think he will need some help and Anna has granted permission to access the bridge from the southern side, via the orchard. I suggest that we either use the lengthsman, or possibly me, assuming that I can make time to help.

Then we went to Marston and looked at the footpath bridge that was washed away last winter. It is in good condition, but needs re-siting.

Rough location:

///turkey.massive.sunbeam

Rob will correct me if I'm wrong on that location!

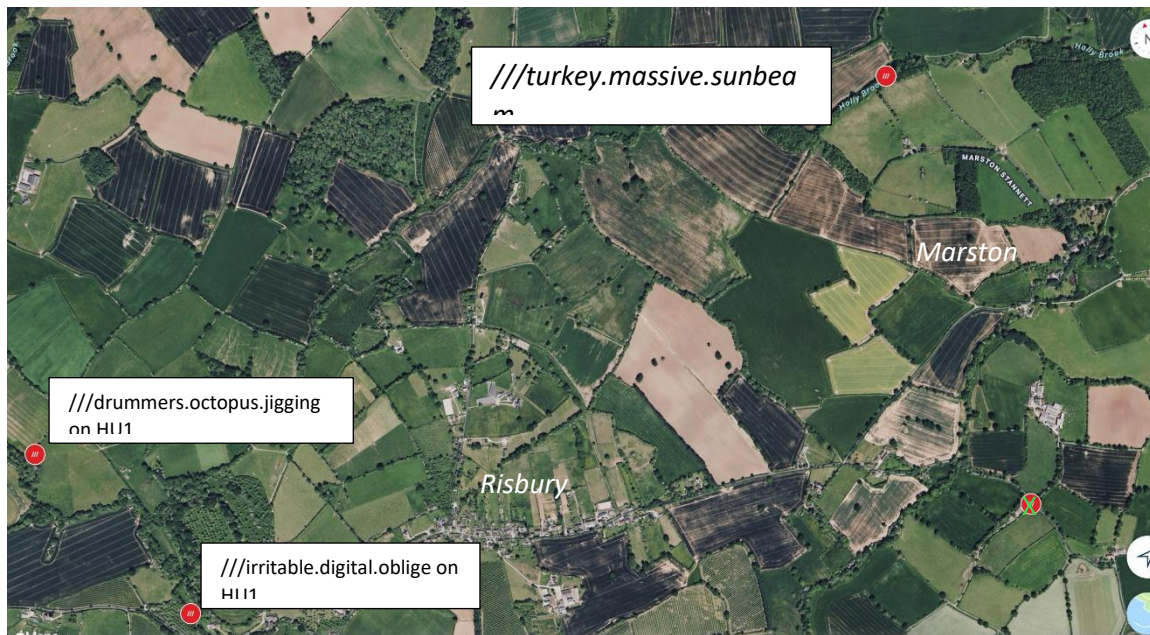
Rob will liaise with Roger Thomas from Lower Buckland and will help to move the bridge back to where it needs to be. Can we request that the lengthsman assists with this bridge. Crispin has suggested that we need to

install a concrete plinth at each end to fix the bridge to. This will need to be done in the spring/ summer, when it is much drier.

Then we went down to the often debated brideway bridge / culvert that lies between Sheepcote and Tim Parry's field. Crispin will return there and get an actual GPS location as to where the permitted ROW should specifically be and we can then act on it, depending with whom the responsibility lies.

Lastly we discussed 3 broken stiles on Rob's land that need replacing, which Rob has agreed to do. We also looked at the stile that is north of Anna's bridge and Anna and I will liaise to replace it with a gate. All of these are on HU1.

The Council will supply all materials.



The Clerk has plotted these locations on a map for information to Council-

If all the above projects can be delivered they will make a significant difference to the quality and accessibility of the Parish's PROW network.

12/26 Parish Council Charter

To receive: Current version of the Parish Council Charter

The Clerk reported that Councils had been asked to sign up to the new Parish Council Charter. The Charter provides a mechanism for better working between Herefordshire and Parish Councils. Notably it includes a dispute resolution mechanism. The Charter is owned jointly by Herefordshire and the Parishes but to ensure that the latest version is in use it is best to access the Charter through the link to Herefordshire's website [A Charter for Herefordshire's Councils 2025](#)

To consider: adoption of the Charter by HFSP GPC

After a short discussion Council agreed to adopt the Charter.

13/26 Current projects

To receive: updates on current projects

Stoke Prior K6 kiosk refurbishment

Cllr Fowler-Wright reported that due to the weather progress had been very slow but the contractor had at least picked up the frames which has survived the removal process. He would spray these and then complete the kiosk at some opportune time as the weather improves.

Traffic Management Plan

Cllrs. Sneyd & Marston. Cllr. Marston reported that a meeting due for the 9 December had to be postponed due to lack of a meeting room. However, that meeting has been re-arranged for 29 January. Cllr. Marston felt that some past issues should be re-visited since there might have been some deterioration. Parking at Stoke Prior school was an example and a meeting with the

Chair of Governors might be appropriate. It was also reported that cameras would be installed at Queenswood (A49) in the near future.

Environment/emergency plan

Cllrs. Yair & Hinton reported that the Emergency Plan had now been loaded onto the Parish website [Emergency-Plan-v6.2-public-1.pdf](#). A fair amount of the information is classed as personal data so there are many entries not available to the casual reader. However, on “need to know” basis that information is held by a few designated individuals.

14/26 Matters for discussion at the next meeting

The Forward Plan contains the following items for discussion at the next meeting-

- Assets
- Risk register
- Insurance policy cover.
- Meeting dates for coming year.
- Stoke Prior school update from Headteacher. (NB Due to a prior engagement Mr Lewis will have to re-schedule this item)

Date of next meeting

To note: the next scheduled meeting will be on Wednesday 18th March 2026 at 7.30pm in Risbury village hall

The meeting closed at 9.42pm

Signed.....Chairman Date.....

Agenda item 21/26 Planning Committee and planning applications update

- (a) **To consider for comment new applications to be determined by Herefordshire Council.**
Ford & Stoke Prior

253172 - Track north west of Highfield Cottage, Stoke Prior, HR6 0LW

Change of use of agricultural land to vehicular access lane for Highfield cottage, in substitution of the existing access.

260239 Fir Tree Cottage Stoke Prior HR6 0LH

Repairs to the existing chimney and timber frame. Removal of brick infill panels and installation of replacement insulated and breathable lime render panels. (Listed building consent)

Humber

No new applications

- (b) **To note: updates on current planning applications**

Ford & Stoke Prior

260103 Sunny Bank Farm Stoke Prior HR6 0NF Application to determine if prior approval is required for a proposed general purpose agricultural storage building **Prior approval not required**

204437 Plot 1 Land at Old Hall Stoke Prior HR6 0LH Proposed construction of a new self-build custom home and garage **Withdrawn**

Humber.

252813 Great Marston Farm Risbury HR6 0NQ Agricultural building for the storage of dry farmyard manure

Approved with conditions

252379 Land adjacent to Butt Oak Farm Risbury HR6 0NQ Proposed erection of a self-build, split level family home with detached garage/workshop, parking area, landscaping and associated development.

Undecided

241806 Oak Tree View Risbury HR6 0NQ Proposed Conversion of building to a self-build dwelling House

Undecided

212600 - Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG

Approval of reserved matters following outline approval 181648 (residential development of 6 houses).

Undecided - on hold due to phosphates

211802 - Land at Gob's Castle Risbury Leominster Herefordshire

Application for approval of details reserved by conditions 3 7 9 10 11 12 13 15 18 19 & 21 attached to planning permission 173687.

Undecided

193259 New House Farm Risbury HR6 0NQ. Pending S106 agreement. Outline planning for proposed housing development on land at New House Farm.

Undecided

Agenda item 22/26 Annual Business for 2025-26

The last business for year 2025-26 is for discussion at this meeting. The items for discussion are-

- asset register
- updated risk register.
- updates, if necessary to Council insurance cover
- meeting dates & venues for 2026-27 meetings.

1.) **Asset Register.**

Council to note the asset register is up to date to March 2026 and is as follows-

2.) Risk Register

The Council's Risk Register has been updated to reflect updates to all policies and regulations during 2025. However, no risks have been changed from the previous year. Internal audit regulations require that Council reviews/amends/approves the register.

Humber, Ford & Stoke Prior Group Parish Council

Risk Assessment and Management Updated March 2026

The Parish Council should have in place a system to help it to manage risk. Given the limited range of activities and responsibilities under taken by the Council, this system does not need to be complex, and the approach in this document is taken from standard guidance and templates provided by the Society of Local Council Clerks.

Risk management is important. The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. Councillors are ultimately responsible for risk management because risks threaten a council's ability to achieve its objectives. This document therefore:

- Identifies the key risks facing the council
- Evaluates the potential to the council of one of these risks taking place; and
- Details the measures to avoid, reduce or control the risk or its consequence.

Every local council is different and there is no such thing as a standard list of risks. There are however a number of common themes which have been examined for potential risk:

- Physical assets – buildings, equipment, IT hardware etc.
- Finance – banking, loss of income, petty cash etc.
- Injury to the public – in playgrounds and recreation grounds, in village halls, at burial grounds etc
- Complying with legal requirements – agendas and minutes, records, etc
- Councillor propriety – declarations of interest, gifts and hospitality etc

All these risks can be minimised or transferred by various means such as taking out insurance, physical measures or by regular inspection and maintenance. In addition to identifying risk, a judgement has been made about the likelihood of the risk occurring and its potential impact. Classification of this is simplified to high, medium or low.

For any new business, event, activity or project, a general risk assessment form will be used to assess the risks and identify the measures to be taken to manage those risks.

This document has been revised in April 2025 in the format recommended in the March 2019 Practitioners' Guide, as recommended in the May 2019 Internal Audit Report.

This document will be reviewed annually by the Clerk / Responsible Financial Officer together with the internal auditor, prior to approval by the Council at the Annual Meeting, Changes from the previous year are highlighted.

Allan Drew

Clerk and Responsible Financial Officer

March 2026

HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL - RISK ASSESSMENT AND MANAGEMENT Updated (in italics) March 2026

Risk scores – Low 0-3 (Green): Medium 4 – 6 (Orange): High 7 – 9 (Red)

Area	Risk	Impact	Likelihood (1-3)	Impact (1-3)	Risk	Notes	Control (<i>and agreed improvements</i>)
Assets	Damage to or theft of physical assets in public places.	Cost of repair and replacement	2	2	Medium (4)	The Council has limited physical assets (see Asset Register), and does not own its own premises. Public Access Defibrillator at Risbury Village Hall, and Clerk's laptop taken to meetings.	Insurance policy through Zurich Municipal includes sufficient All Risks cover (£20,000) from 01/06/25.
	Damage to or theft of physical assets and supplies in Clerk's home		1	2	Low (2)	Only items of significant value are the laptop and printer	Fire alarms, burglar alarm and locks fitted to premises. Zurich insurance policy cover includes all assets for All Risks.
	Deterioration of physical assets		2	1	Low (2)	Benches installed in 2009 – no regular maintenance required. Defibrillator installed at RVH.	Other street furniture inspected regularly by Lengthsman or Clerk and any repairs to be funded from reserves. Weekly checks of defibrillator made by Mr Philip Brown and recorded.
Finance	Loss of investments and savings	Financial loss	0	3	NIL	Current account with Unity Trust (balance of up to £10,000) <i>Deposit account with H&R Building Society (balance currently £5,000)</i>	All balances covered by government bank guarantees.
	Loss or theft of cash or cheques		1	1	Low (1)	All cheques banked promptly. Small sums of petty cash (max £100) sometimes held.	Cheques insured for £250,000, cash for £5000 in transit or in a safe; cash for £500 not in a safe at Clerk's or councillor's premises or at events.
	Loss of income		1	2	Low (2)	Most income is precept from Herefordshire Council or delegated funding. The Pump advertising collection has been strengthened	Insurance not required, as main income is precept, levied by statute. RFO monitors collection of advertising income;
	Loss of cash through theft or dishonesty		1	1	Low (1)	Only small cash sums handled routinely. Community Week is only event handling sums over £100. Most Pump advertising paid by cheque or BACS.	Receipts obtained/issued for all cash transactions. Cash banked within 48 hours using paying-in slips. Fidelity Guarantee Insurance in place (£25,000 from 1 June 2018) adequate for level of risk

	Errors in financial controls and records or financial loss through dishonesty or fraud by Council officers or councillors.		1	2	Low (2)	Invoices, cheques, cash books, receipts and bank statements managed by RFO. Currently nearly all payments made by internet banking, requiring two authorisations (nominated councillors). Limited number of payments made by direct debit where no alternative given. New model financial regulations adopted September 2025	Bank reconciliations prepared by RFO, reported to Council with bank statements and signed by nominated councillor each quarter. All receipts & payments recorded on numbered vouchers. Invoices/vouchers inspected and countersigned by cheque signatories. List of payments authorised by Council and signed off by Chairman. Two signatories on cheques. Internal audit of cash books, receipts, statements etc undertaken in April. Fidelity Guarantee Insurance in place (£25,000) against fraud by RFO/Clerk or councillor.
	Non-compliance with VAT Regulations	Financial penalties and loss	1	2	Low (1)	Council not VAT-registered but can reclaim non-business VAT.	VAT accounted separately in cash books and accounts. VAT reclaim for previous financial year made each summer.
	Poor budgeting to underlie annual precept	Inadequate finance for required functions	1	2	Low (2)		Precept estimation is now on a more robust footing and improved spreadsheet automation has made budgeting system much less prone to human error.
	Non-compliance with borrowing restrictions	Penalties and requirement to cancel or repay borrowing	1	0	Nil	No borrowing at present.	If borrowing required, a business plan will be prepared and submitted through HALC for approval, and all borrowing conditions complied with.
	Misuse or loss of debit card	Financial loss	1	0	Nil	Council does not hold a debit card	Fidelity Guarantee Insurance in place (£25,000 from 1 June 2018) adequate for level of risk.
Public Liability	Legal liability arising from Lengthsman work	Financial loss and reputational damage	1	3	Low (3)	Minor highway maintenance work undertaken through independent contractors under delegated powers from Herefordshire Council. Council and contractors required to have £5m liability insurance.	Public liability insurance of £10m, and contractors required to provide to Parish Council a copy of insurance certificate of £5m liability insurance. Contractors asked to confirm in writing they have undertaken required training and have appropriate equipment.

	Legal liability arising from accident at events or activities		2	3	Medium (6)	Community Week events: Guidance provided by insurers about specific risks (eg bonfires). Voluntary activities (eg litter picking).	Confirmation obtained annually from CW Committee that proposed events covered under Council's Public Liability insurance (£10m). Assessment of any new events undertaken. Written risk assessment and plan prepared by Clerk prior to CW activities and any activity using volunteers.
	Legal liability as consequence of asset ownership		1	3	Low (3)	Few physical assets, unlikely to give rise to liability, with exception of public access defibrillator.	Public liability Insurance in place (£10m). At least annual inspection of physical assets for safety/maintenance by Clerk, reported to Annual Meeting. Defibrillator registered with WMAS and inspected weekly/monthly by Clerk; no liability if checked and ok.
	Libel or slander by councillors or employees		1	3	Low (3)		Official council publications/documents approved by Clerk and Chairman or nominated councillor. Insurance (£100,000) in place from 1 June 2018.
	Negligent act or error by employee or councillor including unauthorised disclosure of personal data		1	3	Low (3)	GDPR in force 25 May 2018.. All data protection policies reviewed and re-adopted in September 2025	Officials' Indemnity insurance covered under Public Liability cover from 1 June 2018. GDPR compliance Action Plan in place.
Employer Liability	Non-compliance with Employment Law	Financial penalties	1	2	Low (2)		Membership of HALC/NALC and SLCC to keep up-to-date with requirements.
	Non-compliance with HMRC requirements	Financial penalties	0	2	NIL	Autela handles all HMRC issues	.
	Safety of staff, councillors and public at meetings or events	Legal action with financial loss and reputational damage	1	3	Low (3)	Meetings held on hired premises covered by premises' insurance.	Employer's Liability insurance (£10m) in place.
Personal Accident	Assault on staff or others carrying cash	Financial loss and harm to staff	1	2	Low (2)		Personal Accident (Assault) cover provided under Money insurance. However no cash handled by Council in last 3 years. (New risk established at meeting 17 May 2023)

	Accident to staff or councillors whilst carrying out duties	Claim for damages and harm to councillors	1	3	Low (3)		Personal Accident insurance in place.
Legal Liability	Council acting beyond legal powers	Challenge to actions, with consequential financial loss and reputational damage	1	3	Low (3)	Limited range of activities and responsibilities. Council has General Power of Competence, to be renewed at Annual Meeting in 2023.	All expenditure items have specific legal authority identified in payments schedule. Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Inadequate Minutes and documents recording authority to act		1	2	Low (2)	Council meets two-monthly. Committees meet as required,	Draft minutes circulated to members and approved at next meeting. Minutes made available to press and public on website
	Inadequate document control		1	2	Low (2)	No important legal documents or leases/deeds held. Minutes on numbered pages in loose-leaf minute books.	Minutes signed/initialled by Chairman. Electronic copy of minutes since 2010 on computer and off-site back-up.
Councillor propriety	Conflicts of interest by councillors	Challenge to actions, with consequential financial loss and reputational damage	2	3	Medium (6)	Legal requirement for councillors to complete/submit Register of Interests to county Monitoring Officer. Code of Conduct adopted. Standing Orders specify policies and procedures in line with legislation. NALC Model standing orders adopted July 2025.	Code of Conduct provided to all councillors. Clerk ensures councillors submit Register of Interests and retains copy. All Councillors reviewed and updated their register of interests following May 2024 Annual Meeting Agenda item at Annual Meeting reminding councillors of duty to keep Register up to date, Clerk ensures Standing Orders followed. Council reviews any changes to legislation and required changes to Standing Orders at least annually at Annual Meeting.
	Gifts and hospitality to councillors		1	2	Low (2)	Legal requirement to declare gifts and hospitality received	Code of Conduct provided to all councillors.
Legal expenses	Costs of legal proceedings	Unexpected financial loss	1	3	Low (3)		Legal Expenses insurance in place (£100,000 from 1 June 2018)

Staffing	Loss of services of Clerk/RFO temporarily	Inability to act or meet legal obligations; loss of financial controls.	2	2	Medium (4)	Council's sole employee and officer.	Use temporary qualified Clerk service from HALC. Seek to appoint Deputy Clerk to act temporarily from time to time, at least to clerk meetings or undertake essential tasks. Deputy Clerk briefed and trained by the Clerk in main aspects of the Clerk and RFO roles.
	Loss of services of Clerk/RFO permanently		1	3	Low (3)	Council's sole employee and officer.	In interim, use temporary qualified Clerk service from HALC. Appoint any Deputy Clerk as Acting Clerk with assistance from HALC, or pay HALC to provide a qualified person to be Acting Clerk with the Deputy Clerk supporting. Advertise for permanent replacement.

2) Insurance Cover

Council is currently insured with Zurich at a premium of £494.50 and a renewal date of 1 June 2026. Recently the premium has increased significantly – in 2023-24 it was £167. Some of this increase would have been due to an increase in Council's all risks cover from £10,000 to £20,000 due to the War Memorial. Attempts in 2025 to find better value from other companies resulted in either no quotation or a quotation in excess of the Zurich premium. A renewal invitation has not yet arrived from Zurich (and often gives only a short time to research alternatives) but should the premium rise again the Clerk will attempt to find other quotes.

Apart from the issue of value the risks have not changed since last year and the level of cover provided by the Zurich policy remains satisfactory. A decision on renewal will be made at the May meeting.

3.) Meeting dates for 2026-27

Suggested dates for coming meetings follow the normal rule of third Wednesday in every second month from May 2026. All meetings start at 7.30pm although the annual Parish Meetings may start at 7pm. Venues are Stoke Prior village hall or Risbury village hall.

Meeting Date	Venue
15 th July 2026	RVH
16 th September 2026	RVH
18 th November 2026	SPVH
20 th January 2027	SPVH
17 th March 2027	SPVH
19 th May 2027	SPVH

Annual Parish meetings to be held between 1 March and 1 June 2027

Agenda item 23/26 General Financial Matters

Report from the RFO.

Bank balances at 9 March 2026

Current account-£8567.63

Deposit account-£5,066.40

The budget for 2026-27 was agreed at the meeting of 21st January and as a result of budget discussions it was resolved that the precept/household would remain at £75.46/household. The number of households (Band D equivalent) had increased to 313.46 so the precept on this basis is 313.46 x £75.46 = £23,655.

This precept requirement was submitted to Herefordshire Council on 22nd January 2026. The RFO has adjusted the draft budget to reflect the continued funding stream available which will only affect line 24 (Drainage) which rises by £7467 to £23,903 and results in a precept requirement of £23,655

The agreed budget for 2026-27 follows-

PRIOR YEARS						2026-27	NOTES ON BUDGET
	INCOME	OUTTURN 2024-25	BUDGET 2025-26	FORECAST OUTTURN 2025-26	VARIANCE FROM BUDGET	BUDGET	
1	Precept	15322.00	22696.00	22696.00	0.00	23655.00	Precept required to support this budget
2	Pump Advertising	2737.00	2750.00	2750.00	0.00	2750.00	Hold at 2025-26 level
3	Pump Postage	40.00	40.00	40.00	0.00	40.00	Nominal. Maintain at 25-26 level
4	Lengthsman Grants	6317.63	3564.00	4519.00	955.00	3564.00	Now split out to be Lengthsman only £2376+1188)
5	Drainage Grants		21436.00	21436.00	0.00	16436.00	Apply for maximum grant after PROW & L/man (Grants capped at £25,000 total)
6	PROW Grants		0.00	0.00	0.00	5000.00	Cost of materials & labour for bridges, stiles etc.
7	Other Income	3104.00	0.00	3.06	3.06	0.00	
8	VAT Reclaim	2097.15	1967.00	1997.00	30.00	5300.00	Aligns with prior year outturn - line 33
9	CW Fundraising	695.38	500.00	150.00	-350.00	500.00	Estimate only based on previous years. Under control of CW committee.
10	Other Projects	0.00	0.00	0.00	0.00	0.00	Can be updated if any project generates revenues.
11	TOTAL INCOME	30313.16	52953.00	53591.06	638.06	57245.00	
EXPENDITURE							
12	Clerk	8527.41	8836.00	9200.00	-364.00	8840.00	Includes PAYE and 2025-26 salary award(3.2%)
13	Administration	1025.14	500.00	400.00	100.00	520.00	+5% uplift for likely inflation
14	Insurance, audit, professional	1294.64	1600.00	1600.00	0.00	1680.00	+5% uplift on likely inflation
15	Website & IT	553.49	900.00	1012.00	-112.00	650.00	Returns to typical rate after one off expenditures in 25-26 (new PC & printer)
16	Hire of Halls	210.00	200.00	200.00	0.00	200.00	Current rates maintained
17	Training and development	0.00	0.00	0.00	0.00	250.00	New Cllr. training by HALC
18	Equipment	654.93	100.00	0.00	100.00	200.00	Nominal amount
19	Maintenance	0.00	50.00	0.00	50.00	100.00	Nominal amount
20	Other	1738.87	100.00	0.00	100.00	100.00	Remembrance Day wreath
21	DAY TO DAY EXPENDITURE	14004.48	12286.00	12412.00	-126.00	12540.00	Costs down mainly due to donations not being forecastable.
PROJECTS							
22	Parish Pump	5350.00	5100.00	5100.00	0.00	5100.00	Maintain 2025-26 running rate
23	Lengthsman	355.00	34000.00	34284.00	-284.00	4752.00	Equals grant +£1188 for "Nominated Task"
24	Drainage		0.00			23903.00	Equals grant (line 5) plus Parish contribution of £7467
25	PROW		0.00			5000.00	Hold equal to grant (line 6)
26	Community Week	496.67	500.00	500.00	0.00	450.00	As 24-25. Under control of CW committee
27	Environment Project	0.00	0.00	0.00	0.00	1000.00	Holding position pending sponsors estimates
28	Road Safety	4958.98	5000.00	0.00	5000.00	0.00	New project lead & proposals req'd
29	BT kiosk restoration	0.00	1000.00	1000.00	0.00	0.00	Completed
30	Projects closed in 2024-25 (trails booklet, war memorial)	881.00	0.00	0.00	0.00	0.00	TBA
31	Project B	0.00	0.00	0.00	0.00	0.00	TBA
32	PROJECTS EXPENDITURE	12041.65	45600.00	40884.00	4716.00	40205.00	
33	Reclaimable VAT on the above	1966.966	6000.00	5300.00	700.00	4500.00	Assumed VAT is roughly 10% of total ex-VAT expenditure
33	TOTAL EXPENDITURE	28013.10	63886.00	58596.00	5290.00	57245.00	
34	Surplus	4267.03	-10933.00	-5004.94	5928.06	0.00	

Forecast Outturn for 31 March 2026

Most information is now known for the 31 March outturn. The only sizeable unknown is how many grant related invoices from the Lengthsman can be submitted to Herefordshire and then *paid by Herefordshire before the year end* so that these payments can appear in these accounts. It is increasingly unlikely that will happen to any large extent although the Lengthsman has ordered the materials for the Heath project (~£14,000) so that might just meet the timescales. Such payments just “pass through” Council’s account since a payment by Council of £14,000 is balanced by a receipt of £14,000 from Herefordshire.

As a best estimate the following income (and balancing expenditure) has been added to this account summary-

Materials cost for Heath project	£14,000
Materials cost to build silt trap	£1,000

A full analysis of all budget lines was presented at the January meeting and as at 13 March 2026 little has changed other than the above additions. For simplicity a summary statement of income and expenditure is presented here.

To be as complete as possible this statement includes all known income and expenditure to 31 March including any items for authorisation at the 18 March meeting

BUDGET MONITOR		2025-26				
		OUTTURN 2024-25	BUDGET	YEAR TO DATE	FORECAST OUTTURN	VARIANCE FROM BUDGET
9	TOTAL INCOME	30313.16	52953.00	29954.03	45636.06	-7316.94
20	DAY TO DAY EXPENDITURE	14004.48	12286.00	12480.38	12529.00	-243.00
32	PROJECTS EXPENDITURE	12041.65	45600.00	10293.42	30600.00	15000.00
33	Reclaimable VAT on the above	1966.97	6000	1175.27	5300.00	700.00
34	TOTAL EXPENDITURE	28013.10	63886.00	23949.07	48429.00	15457.00
35	SURPLUS	4267.03	-10933.00	6004.96	-2792.94	8140.06

NOTES

- Income is lower than budget due to grant related works unlikely to be paid by Herefordshire before year end. The £7316 variance is the labour charge for the Heath project which is unlikely to be received before year end.
- £15,000 of anticipated grant income has been added to both income and expenditure
- Day to day expenditure is close to budget
- No expenditure on the Road Safety project during the year has also contributed a £5,000 underspend on project expenditure.

Payments made, income received and payments for authorisation

Payments made since last meeting.

No.	Name	Ex-VAT £	VAT £	Total £	Details
1	A M Drew	552.21	0.00	552.21	Clerk's October 2025 salary.
2	A M Drew	552.21	0.00	552.21	Clerk's November 2025 salary (payable 25 November)
3	RVH	12.00	0.00	12.00	23 October 2025 meeting
4	Barrington Print	489.00	0.00	489.00	October 2025 Pump 360x40pp
5	Barrington Print	460.00	0.00	460.00	November 2025 Pump 360x36pp
6	Tangled Web	330.00	0.00	330.00	Support & hosting 10/25-10/26
7	HMRC PAYE	178.98	0.00	178.98	PAYE & Employers NI October 2025
8	HMRC PAYE	178.98	0.00	178.98	PAYE Employers NI November 2025
9	Unity Bank	6.00	0.00	6.00	Bank charges January 2026 (automatic)
10	G&S Longfield Services 516	60.00	12.00	72.00	Work on HU13 Replace f/post sign, clear vegetation
11	G&S Longfield Services 515	280.00	56.00	336.00	SP2 Clear route and add signage
12	G&S Longfield Services 514	780.00	156.00	936.00	Drainage work at Wheelbarrow Castle
13	G&S Longfield Services 513	2100.00	420.00	2520.00	Drainage works iro Hollywall Croft (Nominated Task)
14	G&S Longfield Services 512	630.00	126.00	756.00	Clear ditch east of Risbury on C1110
15	Unity Bank	7.00	0.00	7.00	Bank charges February 2026 (automatic)
	TOTAL	6616.38	770.00	7386.38	

Note that payments to the Lengthsman were made between meetings by agreement with the Chairman and also to secure the early repayment of the Herefordshire grant for the Nominated Task (Item 13).

Income received since last meeting –

No.	Name	Amount £	Details
1	Neate Electrics	100.00	Pump advert
2	Certainly Wood	150.00	Pump advert
3	Teme Dairy	150.00	Pump advert
4	Mrs A Wall	20.00	Pump postage
5	Herefordshire Council	1050.00	Refund for Nominated Task
6	VET Partners	50.00	Pump advert
7	A Alqarta	50.00	Pump advert
8	Bowley Storage	150.00	Pump advert
9	T Dines Electrical	200.00	Pump advert
10	Matthew Newman	70.00	Pump advert
	Total	1990.00	

The income received for Pump advertising has risen sharply and in total (at 12 March 2026) stands at £3103. This is in excess of the budget for 2025-26 which is £2750.

Payments for Authorisation					
No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	571.06	0.00	571.06	February 2026 salary
2	A M Drew	610.25	0.00	610.25	March 2026 salary (Corrected = 571.26+38.99)
3	Barrington Print INV 14902	460.00	0.00	460.00	February 2026 Pump 360 copies, 36 pages
4	Barrington Print INV 15004	489.00	0.00	489.00	March 2026 Pump 360 copies, 40 pages
5	SPVH	25.00	0.00	25.00	Hall hire 21 Jan 2026
6	A M Drew	74.99	15.00	89.99	Refund for official map at The Heath
7	HMRC	187.33	0.00	187.33	February 2026 PAYE + Employers NI
8	HMRC	163.15	0.00	163.15	March 2026 PAYE + Employers NI (Corrected=187.13-23.98)
9	A M Drew	100.00	0.00	100.00	Refund for OWC consent charge
10	HALC	690.82	138.16	828.98	Annual subscription
11	Humber Parish Room	12.00	0.00	12.00	Hire of room for March meeting
	TOTAL	3383.60	153.16	3536.76	

Council to note that the March 2026 salary and HMRC payments (items 2 & 8) are corrected due to an error by Autela in the January salary calculations. In summary when the final correct pay slip and tax information were received in February the situation was-

	Payment made (from January meeting)	Final corrected salary & HMRC from Autela	Difference
Net Salary	929.17	968.16 (Box 1)	+39.99
PAYE + employers NI	385.18	361.20 (Box 2)	-23.98

The Clerk had been underpaid by £39.99 and HMRC overpaid by £23.98. This situation must be corrected before year end when salary, tax payments etc. will be subject to audit.

Here is the relevant extract from the January 2026 pay slip-

HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL Tax Period: 10 Tax Code: BR Department: Payment Method: CHEQUE Payment Period: MONTHLY	This Period Total Gross Pay 1210.36 Gross for Tax 1210.36 Tax Paid 242.20 Earnings for NI 1210.36 National Insurance 0.00 Pension (Inc AVC & APC) 0.00 Employer NI 119.00 Employer Pension (Inc APC) 0.00	Year To date Total Gross Pay TD 7422.25 Gross for Tax TD 7422.25 Tax Paid TD 1484.40 Earnings For NI TD 7422.25 National Insurance TD 0.00 pensionIncTD 0.00 Employer NI TD 487.82 Employer Pension TD 0.00 Employee APC TD 0.00 Employer APC TD 0.00
	Net Pay 968.16	
Allan Mathieson Drew The Coach House Pencombe Bromyard Herefordshire		

BOX 2
BOX 1

Council is invited to authorise the above payments including the corrections detailed above.

Agenda item 24/26 Lengthsman, Drainage & PROW

Drainage.

There have been two very significant developments since the January meeting. A contentious issue has been the unwillingness of Herefordshire to extend grant work beyond this financial year. However, the situation improved somewhat when the Cabinet Member (Cllr. Dan Hurcombe) wrote to Parishes allowing this year's grant to be used to buy materials for a project which might not be completed in the current financial year. For Council this allows £15,000 of materials to be paid for from this year's grant for works at the Heath drainage project.

The second very encouraging development is that after chasing by the Clerk plus the involvement of Cllr. Hurcomb and others, BB finally issued the Ordinary Watercourse Consent for the work at the Heath. The Lengthsman has been instructed to commence immediately on the project and with a fair wind might just be able to submit the full invoice by the Herefordshire billing cut-off date of 10 April 2026. Note that this date means the grant payments will not be received until the next financial year BUT importantly means that next year's grant does not have to be spent re-applying for the same uncompleted projects.

As Council will have already noted the grant payment for the match funded Nominated Task has been received for the work done on the ditch above Hollywall Croft.

It is likely that due to the challenging financial settlement received by Herefordshire, 2026-27 will be the last year for these relatively generous drainage grants. Additionally the submission date is much earlier (May) to allow sufficient time to complete work during the summer months. There are already works emerging for next year's submission including-

- Realignment of drainage pipe at Wheelbarrow Castle
- Provision of drainage pipe from Hollywall Croft to Humber Brook
- Creation of new entrance to Prill Brook near St John's church, Stoke Prior. (In current program but requires OWC. Insufficient time to complete this year)

Lengthsman

The Lengthsman work now consists of the annual maintenance and is grant funded by Herefordshire. The plan includes the following activities-

- Scraping of drain tops, reinstatement of grippers, as required on C1110, C1112, C1055, C1113, U94005, U94009 -U94012 within the Parish boundary.
- Maintenance of non-powered road signs on roads described above
- Cut back of vegetation on roads described above

The works order for this work was issued in July 2025. This work will be finalised and billed to Herefordshire before the 31 March.

PROW

Previously instructed work is slowly being completed as the payments to the Lengthsman show. However, as this work is not grant funded it is currently de-prioritised until the end of March

Agenda item 25/26 Assertion 10

Assertion 10 is a new requirement introduced in the 2025 Annual Governance and Accountability Return (AGAR) for parish and town councils. It focuses on digital and data compliance, requiring councils to demonstrate their governance frameworks for digital presence, data protection practices, and IT management.

The Clerk has attended a HALC briefing and the detailed requirements are summarised below. The change most affecting Councillors is that personal email addresses may no longer be used and all Councillors will be issued with .GOV.UK email addresses to install on their devices.

Requirements Annual Governance Statement Assertion 10

No	Requirement	Required	Further Information
1	Digital and Data Compliance – Authority owned Email Accounts	Best practice to use .gov.uk	Chair & Clerk already use .gov.uk addresses. Council to resolve .gov.uk address now required for each Councillor.
2	Digital and Data Compliance – PC Website	Best practice to use .gov.uk	Already in use
3	Digital and Data Compliance – IT Policy	Proforma enclosed	IT policy template at appendix 1 for Council consideration and adoption.
4	Digital and Data Compliance – Website Accessibility	All authority websites must include an accessibility statement and keep it under review.	Tangled Web Solutions have been asked what accessibility standard the HFSP site meets. If not WCAG 2.2 compliant (the required standard) a quote to upgrade the site has been requested
5	Digital and Data Compliance – Data Protection	<ul style="list-style-type: none"> • Appoint a Data Protection Officer (usually the Clerk) • Conduct regular Data audits • Implement a Data Protection Policy • Regular training for Councillors and Staff 	<ul style="list-style-type: none"> • Clerk to take on role of DPO • The scope and purpose of a data audit is at appendix 2. • Normally conducted by an independent • Data Protection Policy in place • Training to be arranged
6	Digital and Data Compliance – Publication	Adopt and maintain a Publication Scheme	Publication scheme in place
7	Digital and Data Compliance – Publication	Transparency Code for Smaller Authorities	Already compliant
8	Digital and Data Compliance – Local Government Transparency Code 2015	Previously for authorities over £200,000. Now good practice for those over £25,000	Mostly not applicable but some new information to be published. See appendix 3

Council should discuss these new requirements and by resolution agree the following-

- All Councillors and Clerk to use email addresses of the type a.b@hfspgroupparishcouncil.gov.uk for all Council business.
- Adopt the IT strategy as shown in appendix 1
- The Clerk will take on the role of Data Protection Officer
- The Clerk will research providers of data audits and report options to a future Council meeting
- The Clerk will in future publish information as required by Local Government Transparency Code 2015.

Agenda Item 27/26 Average speed cameras on the A44

To receive and discuss: response from the Police & Crime Commissioner on Traffic Safety Group's request for average speed cameras to be installed on the A44.

Following a letter from the Traffic Safety Group (TSG) to the Police & Crime Commissioner (PCC) requesting support for the installation of average speed cameras on the A44, the following response was received. The Chair and Cllr. Marston are keen that Council should discuss this response and decide what action should now be taken.

Dear Mrs Grace.

Thank you for your communication to the Police and Crime Commissioner.

Having examined the contents of the documents regarding both areas you refer to, namely, Steens Bridge and Monkland, I considered that our Road Safety Team (RST) would be best placed to respond to your comments and enquiries. As a result, they have provided the following information.

An officer of the RST has met members of the parish council along with staff from Herefordshire Council in Steen's Bridge on a number of occasions. In May 2024, following concerns raised regarding speeding, a speed data box was placed at two locations in the 50mph limit. This came back showing an 85th percentile speed of 49mph on the western side of the village and 52mph on the eastern side.

While these speeds did not meet the criteria for Road Safety Team (RST) camera enforcement, it was acknowledged that the road is heavily trafficked (over 29,000 vehicle movements per week) and so officers from both the Herefordshire and Headquarters Motorcycle Support team went to the site to carry out enforcement. These activities detected a number of offences which resulted in the RST commencing enforcement to complement these activities.

Since enforcement started the number of offences has reduced, so it would appear that this activity had a positive effect on driver behaviour. On the last occasion that the RST visited the site they did not record any speed offences. They will, however, continue to visit the area on a 'maintenance' basis and if the number of offences increase, they will raise the number of visits accordingly.

Road Safety officers also have the facility to report drivers for other moving traffic offences such as those contravening the solid white line regulations and mobile phone/seatbelt offences, though to date they have only reported 2 drivers not wearing seatbelts.

There is no significant Road Traffic Collision (RTC) history in the area, and research of the past 5 years suggests that there has only been one injury RTC which was on the junction of a residential road, Humber Lane. This was not speed related and there would appear to have been medical

contributory factors in this collision.

With regards to Monkland, again an officer of the RST has met with members of the parish council on a number of occasions to discuss concerns in the area. I understand that the parish council has held a long-standing desire to reduce the existing speed limit from 50mph to 40mph and that the Police and Crime Commissioner met with parish council members back in 2017 to discuss this and other road safety issues. Reviews have been conducted by Herefordshire Council, with the outcome being that they are confident that 50mph is an appropriate limit for the area when considering Department for Transport guidance.

Speed data has been captured in the village on a number of occasions at several different locations over the years, and I'm given to understand, shows good levels of compliance with the limit. The most recent data was taken in May 2024 and showed an 85th percentile speed of 49mph. Like Steen's Bridge this is below the threshold for RST enforcement, but this section of road was busier than Steen's Bridge with 45,000+ vehicle movements per week, so again the policing unit and Headquarters Motorcycle team attended the area. They have done so on several occasions but have not detected any speeding offences which suggests that while the road is very busy, excess speed is not an issue.

In the last 10 years or so there have been 3 fatalities in the area around Monkland but they have not been related to speeding and only one was in the 50mph limit. This was in 2016 and is the one involving a young mother that the letter refers to. It was a "loss of control" collision on a bend on the Leominster side of the village.

Following this incident and discussions/consultation with the parish council and an officer of the RST, Herefordshire Council made a number of improvements in the area including installing a high friction "anti-skid" road surface on the bend, improved chevron bend warning signs and the addition of triangular "Bend Warning" signs with an advisory speed on both approaches to the bend. Since these improvements were completed there have been no recorded injury collisions at this location.

Both letters ask for Average Speed Cameras to be installed and cite the project to install cameras on the A49. In the early stages of this project an analysis of RTC's across the whole of Herefordshire was completed to identify appropriate locations for cameras. Several locations and routes were considered including the A44, but the relatively low numbers of RTC's where excessive speed was a factor meant that no areas on the A44 met the criteria as did the A49 Dinmore Hill.

Finally, I would like to address the reference to the comment "no one has died yet, therefore Steen's Bridge is not a priority" and state that this is not an accurate reflection of the RST attitude to road safety. Obviously both Herefordshire Council and West Mercia Police must prioritise resources, but the history of all injury collisions is considered prior to action being taken.

I note that both letters have been sent to Herefordshire Council suggesting that some signing and lining improvements would be appropriate. I can assure you that a member of the RTS is in regular contact with staff at Herefordshire Council and will, of course liaise with them with regards to the matters raised.

Yours sincerely,

Steve Mackay
Assistant Police and Crime Commissioner
West Mercia

Humber, Ford & Stoke Prior Group Parish Council

Information Technology Policy

(Draft)

Drafted	2026
Adopted	
Review Period	1 Year
Last Reviewed	
Next Review	2027
Author	Allan Drew, Clerk

Humber, Ford & Stoke Prior Group Parish Council

Information Technology Policy

1. Introduction

Humber, Ford & Stoke Prior Group Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Humber, Ford & Stoke Prior Group Parish Council IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Humber, Ford & Stoke Prior Group Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided for Humber, Ford & Stoke Prior Group Parish Council work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Humber, Ford & Stoke Prior Group Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Humber, Ford & Stoke Prior Group Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Humber, Ford & Stoke Prior Group Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Humber, Ford & Stoke Prior Group Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by [insert name] parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Humber, Ford & Stoke Prior Group Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

Humber, Ford & Stoke Prior Group Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact Allan Drew, Parish Clerk using clerk@hfspgroupparishcouncil.gov.uk

Appendix 2 How a small parish council would carry out a data audit

A small parish council would carry out a data audit by following these steps:

1. **Review all databases, email lists, spreadsheets, and paper documents** to identify all personal data being processed.
2. **Identify the purpose of each data item** and ensure it is used for a specific processing purpose that the data subject has been made aware of.
3. **Assess the security controls** in place to ensure data is protected and only accessible to authorized individuals.
4. **Review the retention period** for data and ensure it is not stored longer than necessary.
5. **Implement any necessary changes** to data protection policies or procedures to comply with data protection legislation.
6. **Conduct regular data protection impact assessments** for new projects as directed by the council.
7. **Ensure compliance with GDPR** by following the principles of data protection legislation and maintaining accurate and up-to-date data.

These steps will help the parish council ensure that personal data is managed responsibly and in accordance with data protection laws.

Appendix 3 Summary of publication requirements under local council transparency code for authorities between £25,000 and £200,000 income or expenditure

Code Requirement	Publication period	HFSP Compliance
Expenditure exceeding £500	Quarterly	New requirement
Government Procurement Card Transactions	Quarterly	N/A
Procurement Information	Quarterly	Only applies to ITTs > £5000
Local Authority Land	Annual	N/A
Social Housing Asset Value	Annual	N/A
Grants to voluntary, community and social enterprise organisations —	Annual	N/A
Organisation Chart-	Annual	N/A
Trade Union facility time-	Annual	N/A
Parking Account	Annual	N/A
Parking Spaces —	Annual	N/A
Senior Salaries-	Annual	N/A
Constitution-	Annual	N/A
Pay Multiple	Annual	N/A
Fraud-	Annual	N/A
Waste Contracts -	One off	N/A